

**Village of Wauconda
Job Description**

JOB TITLE: Director of Village Operations

DEPARTMENT: Public Works

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Village Administrator

SUMMARY:

The Director of Village Operations exercises supervision over the Superintendent of Administration and the Superintendent of Operations either directly or through designated subordinate supervisors and has other duties and responsibilities as provided in this job description. The Director of Village Operations ensures that the enforcement of all applicable laws and regulations relating to the Public Works operations are complied with and enforced. The Director of Village Operations may from time to time temporarily designate employees of the Department to perform, in the Director's stead, his duties and/ or the duties of any subordinate position in the Department of Public Works.

QUALIFICATIONS:

This position requires demonstrated knowledge of engineering principles, practices and methods as applicable to the municipal setting, along with ability to quickly grasp all local codes, ordinances, regulations and laws. The Director of Village Operations must have the ability to communicate effectively both orally and in writing with employees, consultants, appointed and elected Village officials and the general public, along with the necessary engineering background to conduct research and compile comprehensive reports as required on schedule basis or request.

SPECIAL REQUIREMENTS:

Must be able to successfully pass pre-employment drug and medical screening, possess valid State of Illinois licenses in water distribution and wastewater operations, undergo a criminal records check through the state police, a financial background check and sign an economic disclosure statement. It is an expectation that the Director of Village Operations is an accredited member of related professional organizations.

EDUCATION AND EXPERIENCE:

This position requires a bachelor's level education from an accredited four year college or university in the fields of civil engineering, public administration or closely related field of study and a minimum of ten years experience in a municipal public works with a minimum of five years of progressive and successful leadership in management positions. This position can be filled by a person who has a combination of skills and experience in lieu of the educational requirements if this experience satisfies the essential functions of the position.

HOURS:

This is an exempt position with the normal expectations of working a standard work week within department operating hours, subject to recall and extensive after hours work in the event of emergencies. The Director of Village Operations is expected to attend Village Board Meetings, Village Board Committee Meetings for Public Works and time as required by direction of the Village Administrator or the Mayor to complete projects and special tasks.

DUTIES:

Essential Functions:

1. Oversees and approves work procedures and work schedules, expedites workflow, evaluates and inspects projects and assignments.
2. Prepares documents, reports and budgets estimates, manages and executes approved budget with effectiveness and efficiency.
3. Issues oral and written instructions that are clear and concise.
4. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of the Public Works Department.
5. Insures safe and proper operation in accordance with all county, state and federal rules, regulations and laws of the distribution and delivery of the public water system.
6. Insures proper operation in accordance with all county, state and federal guidelines, regulations and laws for the operation and processing of the waste water system and facility.
7. Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure for all divisions within the Public Works Department.
8. In concert with Village Engineer and Building Commissioner, reviews private development plans for compliance with established code, regulation and standards, adequacy of applications for permits and compliance with approved plans.
9. Oversees the development or update of the comprehensive multi-year infrastructure plan and program.
10. Participates in countrywide transportation planning, both initiatives and funding.
11. Researches grant possibilities and coordinates with appropriate staff to initiate grant applications.
12. Coordinates with Village Zoning and Planning staff on all new development projects.
13. Coordinates the implementation of TIF (tax increment financing) funded projects.
14. Develops and updates capital project plans for the Village.
15. Formulates and maintains a business and governmental continuity of the operations plan.
16. Works closely with local businesses in support of economic development.
17. Creates and maintains plans that ensure Village-wide coordination and efficiency of all Departments.
18. Oversees design, development and maintenance of Village facilities and infrastructures.
19. Solicits and negotiates applicable professional service contracts such as contract work to support Public Works assignments and projects.

20. Oversees project management for bidded construction projects for the construction and/or repair of Village public infrastructure.
21. Coordinates with the Village Engineer and oversees the preparation and development of bid specifications for projects to be completed within the Village.
22. Maintains confidentiality as required to safeguard the bid process.
23. Responds to public or other inquiries relative to department policies and procedures.
24. Evaluates issues and options regarding department activities and services.
25. Maintains regular contact with consulting engineers, construction project engineers, municipal, county, state and federal agencies, professional and technical groups and the general public regarding department actions, services and performance.
26. Monitors intergovernmental actions affecting Public Works.
27. Maintains membership in professional organizations to insure that all Public Works operations are current, consistent with the law and use best practices.
28. Maintains amicable relations with bargaining units within the Public Works department.
29. Performs other functions as required within the scope of this position.

Marginal Functions

1. Trains department heads in understanding procedures and processes used to accomplish the mission of the Public Works Department.
2. Contributes to the safety of all Village work places through assisting with safety programs, training and professional observation.
3. Participates in local, regional and national conferences that are related to Public Works programs and practices.
4. Develops plans and training timelines for national accreditation of the Public Works Department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must work effectively and efficiently in a sometimes ambiguous environment, with ability to make correct decisions in a stressful situation.
4. Employee must demonstrate leadership qualities to perform required work.
5. Employee must be able to function in a sometimes fast and ambiguous environment.
6. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium (up to 50 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally

Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting. However duties often demand work in the outdoor environment with temperature and weather extremes associates with the northeastern Illinois area.
3. Protective clothing is required for a variety of tasks, to include use of protective foot wear, head gear and other devices and pieces of clothing.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to deliver directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform the job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Assistant to Director of Village Operations

DEPARTMENT: Public Works

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Village Operations

SUMMARY:

This executive level administrative position requires the individual to assist the Director of Village Operations by performing complex administrative and professional work in planning and organizing within all areas of the Public Works Department. Specific duties include the development and implementation of improved management systems, enhancements to recordkeeping, and the ability to provide effective, ongoing communications with all Village Departments, elected officials, and the general public.

QUALIFICATIONS:

The Assistant to the Director of Village Operations must have strong organizational, analytical, computer, writing and interpersonal skills. Must be able to communicate effectively with residents, employees, consultants, other governmental agency representatives, municipal officials and the general public. Ability to quickly acquire a comprehensive knowledge of the organization, functions, and operating practices of the Public Works Department. Ability to compile comprehensive reports and experience in assignment and project tracking is also needed.

SPECIAL REQUIREMENTS:

Must possess a valid Illinois drivers license, pass a background examination that will include credit check and pass medical and drug screenings.

EDUCATION AND EXPERIENCE:

Bachelor degree in Business Administration, Communications, or equivalent combination of training and experience in general business organizational principles and practice. Minimum of three (3) years previous administrative experience in a public or private sector organization.

HOURS:

As an exempt position, the Assistant to the Director of Village Operations will work established hours as specified by the Director of Village Operations.

DUTIES:

Responsibilities include working with designated staff members to develop standard departmental operating procedures and create specific checklists for critical functions. In addition, the individual is responsible for ensuring that proper periodic reviews and updates are applied to existing departmental procedures in an effort to guarantee the efficiency and effectiveness of both current and future practices.

Responsible for attending staff and project meetings to ensure all projects are properly and accurately tracked to completion; responsible for overseeing that notifications and critical timelines are met by the Village Engineer and appropriate Village staff.

Assists the Director of Village Operations with the processing of specific permits and notices related to Public Works operations and tracks adherence to project review schedules.

Responsible for preparing written communications as directed by the Director of Village Operations such as board reports and memos, supporting materials for agenda items, e-mail responses to residents, and internal and external memos and letters. This individual will provide review and editing input as needed on all forms of departmental written communications which are intended for external use.

Assist the Director of Village Operations by recognizing and prioritizing any requests for information and inquiries from the public in order to get prompt and accurate responses to resident inquiries.

Work with supervisors to coordinate special activities and public awareness campaigns which promote the services offered by the Village of Wauconda by preparing media releases and other written materials to inform residents of relevant Public Works information.

Responsible for preparing administrative reports and when needed, consolidate information from three department foreman to create concise summaries meant to keep the Village Administration and elected public officials informed of important events, projects and plans within the Public Works Department.

Responsible for assisting with the preparation of the annual budget and the preparation of support materials justifying planned purchases (in conjunction with the Director and respective superintendents). The individual will review completed purchase orders for proper coding, be aware of available fund balances, obtain the approval necessary per departmental procedure, and prepare budget transfer forms and payment requests for proper approval.

Assists in evaluating Department needs and the formulation of short and long range plans to meet future needs, such as equipment replacement schedules and planned / scheduled maintenance.

Assists in the creation of a documented preventive maintenance program for vehicles, equipment and critical infrastructure and provides data entry as needed to maintain these records.

Develops and maintains an equipment inventory system to track Village tools, vehicles and purchased supply items.

Coordinates the development of a records filing system and a records retention plan to ensure a system is in place to provide appropriate off-site backup storage for critical information and track documents that are out of file for review.

Responsible for the record keeping of all employee required training, recertification requirements and completion of exams and tracking of monthly and annual required safety related inspections, training and program reviews.

Assist other department staff in the development of presentations and handouts using graphs, diagrams, pictures and computer presentations as necessary for public education and community outreach activities.

Ensure the Public Works section of the Village website is maintained and updated with seasonally accurate information. Makes recommendations to the Director about information which should be added to the website to better represent our services and inform Village residents of important items.

Any and all other duties, projects, or programs assigned by the Director of Village Operations.

COMPENSATION:

This is a salaried position. Salary to be commensurate with level of education and experience as established by the Village Board.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

Employee must park in exposed parking lot with potential of walking ¼ mile.

Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.

Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

Employee must have the ability to follow directions and communicate in English verbally and in writing.

Employee must be able to read and understand materials printed in English.

Employee must possess time management and organization skills to effectively perform job.

Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.

Employee must have ability to make judgments with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Superintendent of Operations

DEPARTMENT: Public Works

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Public Works

SUMMARY:

Performs complex leadership, supervisory, administrative and professional work in the planning, organizing, directing and supervising the Public Works Department activities and personnel. Confers with the Director regarding departmental policies, emergencies, priorities, special issues and duties to be assigned to Foremen; meets with Foremen to discuss priorities, scheduling, assignments, actions to be taken, and special projects or emergencies to insure proper and prompt action is taken toward resolving departmental concerns. Reviews and approves cross utilization of Department staff to meet Departmental goals. Responsible for maintenance and repair of village infrastructure, fleet, equipment and tool maintenance and other public works projects and programs as assigned. Makes recommendations deemed necessary for the health, safety and welfare of the community or for improvement of departmental services. Performs enforcement of all laws and ordinances pertaining to Public Works. Works in concert with the Director of Public Works, Village Engineer, and Building Department personnel to insure the conformance of all projects with applicable codes, ordinances, laws and regulations.

QUALIFICATIONS:

This position requires demonstrated knowledge of engineering principles, practices and methods as applicable to the municipal setting, along with ability to quickly grasp all local codes, ordinances, regulations and laws. Superintendent of Operations should have exceptional communication, interpersonal and customer service skills including the ability to communicate effectively both orally and in writing with employees, consultants, appointed and elected Village Officials and the general public. Must possess the necessary engineering background to conduct research and compile comprehensive reports on a schedule basis or as requested. The Superintendent also must have knowledge and ability to operate the wide variety of equipment within the Department.

SPECIAL REQUIREMENTS:

Employee must possess a valid State of Illinois Class B Commercial Driver's License. Must hold applicable professional certifications, State of Illinois Licenses and evidence of continued growth and development in the field of public works and/or engineering. Must be able to pass a detailed background investigation with the Illinois State Police, pass a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs.

EDUCATION AND EXPERIENCE:

A bachelor's level education from an accredited four year college or university in civil engineering, public administration or a closely related field of study is preferred. A combination of skills, education, and experience may be acceptable in lieu of the educational requirements if this experience satisfies the essential functions of the position.

HOURS:

This is an exempt position with the normal expectations of working a standard work week within department operating hours, subject to recall and extensive after hours work in the event of emergencies. The Superintendent of Operations is expected to attend Village Board Meetings, Village Board Committee Meetings for Public Works and time as required under the direction of the Director of Public Works or the Village Administrator.

DUTIES:

Essential Functions:

1. Plans, organizes, coordinates, supervises and evaluates programs, plans, services, staffing, equipment and infrastructure for Public Works Department to meet established goals.
2. Assists the Director in determining work procedures, oversees work schedules, expedites workflow, and evaluates and inspects projects and assignments for the Public Works Department.
3. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of the Public Works Department.
4. Insures safe and proper operation and repairs in accordance with all county, state and federal rules, regulations and laws in the distribution and delivery of the public water system.
5. In concert with Director of Public Works, Superintendent of Administration, Water Department Foreman, Village Engineer and Building Department personnel, reviews relevant development plans for compliance with established code, regulations and standards, adequacy of applications for permits and compliance with approved guidelines.
6. Assists in formulation of annual budget.
7. Makes recommendations regarding vehicle and equipment purchasing and usage.
8. Insures proper operation in accordance with all county, state and federal guidelines, regulations and laws for the operation and processing of the waste water collection system into the waste reclamation facility.
9. Directs, through foremen, routine repairs and maintenance of all Village public infrastructure involving streets, underground water and collection system.
10. Assists in ensuring Department compliance to applicable codes, regulations, and requirements for all projects. Ensures that the Department meets requirements and guidelines set by the Illinois Environmental Protection Agency (IEPA) and the National Pollution Discharge Elimination System (NPDES).
11. Assists in the Village Storm Water Management Program.

12. Develops routine preventative maintenance programs for all Public Works Department vehicles and equipment to insure optimal performance.
13. Oversees the Village forestry program, including the brush pick-up program; the leaf collection program; and tree planting, maintenance and removal.
14. Works with Police Department to ensure signage throughout the Village is visible and functional.
15. Insures coordination between Water Department and Fire Protection District to insure all fire hydrants are operational and visible.
16. Oversees Bangs Lake management including monitoring water levels and overseeing weed harvester operations. Ensures NPDES II guidelines are met.
17. Develops response and reaction plans for emergency operations to manage seasonal rains, severe weather/thunderstorm activity, winter weather and snow/ice storm activity.
18. Maintains confidentiality as required to safeguard the bid process.
19. Issues oral and written instructions that are clear and concise.
20. Evaluates issues and options regarding department activities and services.
21. Maintains membership in professional organizations (i.e.: American Public Works Association (APWA), AWWA (American Water Works Association), etc.) to insure that all public works operations are current, consistent with law and use best practices.
22. Maintains amicable relations with bargaining units within the Public Works Department.
23. Performs other functions as required within the scope of this position.

Secondary Functions:

1. In the absence of the Superintendent of Administration, performs essential activities and actions.
2. Trains personnel in understanding procedures and processes used to accomplish the mission of the Public Works Department.
3. Ensures budgetary goals are met and approves and monitors staff overtime.
4. Contributes to the safety of all Village workplaces through assisting with safety programs, training and professional observation.
5. Develops plans and establishes training timelines for national accreditation of the Public Works Department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively and efficiently under deadlines in a variety of environments and elements.
3. Employee must work effectively and efficiently in a sometimes fast and ambiguous environment, with ability to make correct decisions in a stressful situation.
4. Employee must demonstrate leadership qualities to perform required work.
5. Employee must be able to work with senior management team, including making presentations and attending meetings as requested.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium (up to 50 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke-free, open office environment with controlled temperature and fluorescent lighting. However, duties often demand work in the outdoor environment with temperature and weather extremes associates with the northeastern Illinois area.
3. Protective clothing may be required for a variety of tasks, to include use of protective footwear, head gear and other protective devices and apparel.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to communicate and deliver directions in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organizational skills to effectively perform job functions.
4. Employee must possess proficient computer skills in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Superintendent of Administration

DEPARTMENT: Public Works

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Director of Public Works

SUMMARY:

Performs complex leadership, supervisory, administrative and professional work in the planning, organizing, directing and supervising the Public Works Department activities and personnel. Confers with the Director regarding departmental policies, emergencies, priorities, special issues and duties to insure proper and prompt action is taken toward resolving departmental administrative concerns. Responsible for overseeing employee safety and customer service programs. Meets with public officials, civic organizations, schools and other outside agencies to inform and provide information regarding various departmental projects and programs. Reviews and analyzes reports, budgets, plans, specifications, bids, contracts and other correspondence submitted from within the department or by outside utility agencies and consultants to insure compliance with prescribed standards, rules and regulations. Coordinates or assists in coordinating the activities of the Public Works Department with other Village departments and/or other agencies. Performs other related work as required.

QUALIFICATIONS:

This position requires demonstrated knowledge and experience in developing strategic business plans, planning and managing organizational change, team building, and work process redesign and reengineering. Superintendent of Administration should have exceptional communication, interpersonal and customer service skills, including the ability to communicate effectively both orally and in writing with employees, consultants, appointed and elected Village Officials, and the general public.

SPECIAL REQUIREMENTS:

Employee must possess a valid State of Illinois Class B Commercial Driver's License. Must hold applicable professional certifications, State of Illinois Licenses and evidence of continued growth and development in the field of Public works and/or business administration. Must be able to pass a detailed background investigation with the Illinois State Police, pass a medical physical to meet the stated demands of the position, have an acceptable driving record and no evidence of misuse or use of illegal substances or drugs.

EDUCATION AND EXPERIENCE:

A bachelor's level education from an accredited college or university in public or business administration, civil engineering, or a closely related field of study is preferred. A combination of skills, education, and experience may be acceptable in lieu of the

educational requirements if this experience satisfies the essential functions of the position.

HOURS:

This is an exempt position with the normal expectations of working a standard work week within department operating hours, subject to recall and extensive after hours work in the event of emergencies. The Superintendent of Administration is expected to attend Village Board Meetings, Village Board Committee Meetings for Public Works and time as required by direction of the Village Administrator or the Mayor to complete projects and special tasks.

DUTIES:

Essential Functions:

1. Prepares documents, reports and budget estimates; manages and executes approved budget with effectiveness and efficiency to meet established goals.
2. In concert with Director of Public Works, Superintendent of Operations, Water Department Foreman, Village Engineer and Building Department personnel, reviews relevant development plans for compliance with established code, regulations and standards, adequacy of applications for permits and compliance with approved guidelines.
3. Tracks external capital projects to monitor project schedules and budget expenses.
4. Administers and oversees personnel issues such as annual employee evaluation process, tracking and approval of time off, payroll adjustments, assigning special weekend and on-call duty and tracking of employee training and education.
5. Tracks and monitors annual employee clothing and boot allowance program.
6. Tracks annual Departmental goal setting process.
7. Determines and ensures compliance to applicable codes, regulations, and requirements for all projects. Acts as lead on all Illinois Environmental Protection Agency (IEPA) requirement issues and prepares and/or give technical direction on all notifications, correspondence and communication. Provides guidance and ensures that the Public Works Department meets requirements and guidelines set by the IEPA, the National Pollution Discharge Elimination system (NPDES) and the Safe Drinking Water Act (SDWA).
8. Oversees water billing process and procedures and resolve billing issues as necessary.
9. Oversees proper record retention and destruction procedures in accordance with Illinois Secretary of State Office's recommendations and guidelines.
10. Responsible for inventory control of Department supplies, tools and equipment. Monitors and updates asset documentation and insurance coverage as necessary. Makes recommendations regarding equipment and supply purchasing and usage.
11. Responsible for all Department contingency plans and practices.
12. Issues oral and written instructions that are clear and concise.
13. Maintains confidentiality as required to safeguard the bid process.
14. Monitors intergovernmental actions affecting the Public Works Department.
15. Maintains membership in professional organizations (i.e., American Public Works Association (APWA), American Water Works Association (AWWA), etc.) to

insure that all public works operations are current, consistent with law, and use best practices.

16. Maintains amicable relations with bargaining units within the Public Works Department.

17. Performs other functions as required within the scope of this position.

Secondary Functions

1. In the absence of the Superintendent of Operations, performs essential activities and actions.
2. Trains personnel in understanding procedures and processes used to accomplish the mission of the Public Works Department.
3. Contributes to the safety of all Village work places through assisting with safety programs, training and professional observation.
4. Develops plans and training timelines for national accreditation of the Public Works Department.
5. Assists the Director in determining work procedures, prepares work schedules, expedites workflow, evaluates and inspects projects and assignments for the Public Works Department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively and efficiently under deadlines in a variety of environments and elements.
3. Employee must work effectively and efficiently in a sometimes fast and ambiguous environment, with ability to make correct decisions in a stressful situation.
4. Employee must demonstrate leadership qualities to perform required work.
5. Employee must be able to work with senior management team, including making presentations and attending meetings as requested.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium (up to 50 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting. However duties often demand work in the outdoor environment with temperature and weather extremes associates with the northeastern Illinois area.
3. Protective clothing is required for a variety of tasks, to include use of protective foot wear, head gear and other devices and pieces of clothing.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to deliver directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Streets/ Collection Division Foreman

DEPARTMENT: Public Works

CLASSIFICATION: Non-Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration

SUMMARY:

This is a skilled working foreman's position for assignment in the Public Works Water, Sewer or Street Departments. Work involves responsibility for supervising crews, carrying out work assignments given by the Superintendent and ensuring proper functions of assigned area of responsibility. The foreman plans assignments with Superintendents approval, including participation in jobs, instructing assigned employees in more difficult work phases and equipment operations as well as responsibility for correct completion by the crew. Specific assignments may vary depending on the department assigned.

QUALIFICATIONS:

The position requires an employee to possess solid work record with reliable attendance, knowledge and skills unique to the department. Must be able to plan, supervise lead by example and direct crews and teams assigned to complete projects and work requests. Must be able to write clearly, communicate clearly, with knowledge of rules, regulations, ordinance and codes as applicable to the department

SPECIAL REQUIREMENTS:

For foreman of the sewer department must possess a Class 1 operator license from the State of Illinois or have the ability to earn this license within six months of hiring. For foremen in the water department a Class A operators license from the State of Illinois or the ability to earn this license within six months. For foreman, street department must have or earn certificate in waste water collection from the State of Illinois or the ability to earn it within six months. The foreman position must possess a State of Illinois Class B commercial driving license, pass a physical and drug screening along with a criminal background check done at the state police level.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma with appropriate licenses or certificates plus three to five years of demonstrated experience in waster water treatment, water distribution and service, street maintenance and construction. A combination of skills and education that produce the requires skills and abilities to assume the position.

HOURS:

The hours are as specified under current collective bargaining agreements, establish hours of Monday through Friday 7:30AM to 3:30PM, with the expectation of overtime as required to complete tasks and jobs. Some weekend work is expected with the position.

DUTIES:

Essential Functions:

1. Operates equipment as needed, train's subordinates in the safe and proper use of equipment.
2. Supervises assigned personnel in general maintenance repair work; participates in all job phases and instructs personnel on how to perform more difficult tasks.
3. Checks vehicles and other equipment to make sure the vehicles and equipment are receiving proper preventative maintenance.
4. Prepares basic work reports on work completed, equipment used and work completion schedules.
5. Recognizes material shortages well enough in advance to replenish stockpiles, prepares requisitions for approval.
6. Schedules work and work assignments to meet department's mission and goals.
7. Inspects the work of subordinates for quality and completeness.
8. Coordinates work activities with other crews and divisions when required.
9. Coordinates material and equipment needs with the Superintendent, makes suggestions to facilitate operations, prepares work reports and recommends commendations or disciplinary actions as required.
10. Insures all safety rules are followed, proper safety equipment is used, and safe actions performed to complete all tasks and assignments.
11. Must have knowledge of the materials, equipment and methods used I public work maintenance.
12. Must have knowledge of the municipal street numbering system and general familiarity of the Village.
13. Must have knowledge of potential occupational hazards involved with daily operations and the safety precautions necessary in maintenance, repair work, and vehicle operations.
14. Must have knowledge of the operations and maintenance standards required to keep all assigned equipment safe and operational.
15. Must have knowledge of applicable code and ordinances that apply to the department.
16. Must have the ability to organize, schedule and direct work assigned of subordinates.
17. Must have the ability to deal with the public in difficult and general situations.
18. Must have the ability to write standard reports and to use basic computer programs on Village automated network.
19. Must possess the physical stamina and agility to perform work out of doors for prolonged periods of time under adverse weather conditions.
20. Monitors Division expenditures, authorizes purchases, codes invoices for payment, completes purchase order requests, recommends budget transfers as needed, and provides input regarding Division needs during development of the budget.
21. Supervise the proper installation of traffic control devices to ensure public and employee safety.

22. Assist in the planning and supervision of the removal of snow and ice from Village roadways and parking lots as assigned and the proper use of deicers.
23. Supervises asphalt pavement work, hot and cold asphalt patching, crack sealing, grading, sweeping Village Streets and shoulder repair.
24. Supervise sewer work including jetting of sewers, catch basin pumping, manhole adjustment and repair, sewer line repair, ditching, culvert installation, guardrail repair, and backfill of trenches.
25. Submits reports as required by federal, state regulations and local ordinances.
26. Supervises lift station repairs, preventive maintenance, checks and services as required.
27. Maintains daily work log of crew actions.
28. Supervises concrete pavement repairs, removal and replacement of sidewalks and curbs, utility pavement cuts, detention pond, creek and lake clean up operations.
29. Supervises tree trimming and removal, stump removal, building and ground maintenance of Village and, property parking lot maintenance.
30. Performs related work and other duties as assigned.

Marginal Functions

1. Participates in employee committees as directed.
2. Coordinates with other departments to assist in large scale projects
3. Conducts routine assessment of contract work performed for the Village
4. Act as principle safety officer for department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors subject to temperature and weather extremes of the Northeastern Illinois area.
3. Protective clothing is required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing
2. Employee must demonstrate good fundamentals of leadership.
3. Employee must be able to read and understand materials printed in English.
4. Employee must possess time management and organization skills to effectively perform his/her job.
5. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
6. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
7. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Water Division Foreman

DEPARTMENT: Public Works

CLASSIFICATION: Non-Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration

SUMMARY:

This is a skilled working foreman's position for assignment in the Public Works Water, Department. Work involves responsibility for supervising crews, carrying out work assignments given by the Superintendent and ensuring proper functions of assigned area of responsibility. The foreman plans assignments with Superintendents approval, including participation in jobs, instructing assigned employees in more difficult work phases and equipment operations as well as responsibility for correct completion by the crew. Specific assignments may vary depending on the department assigned.

QUALIFICATIONS:

The position requires an employee to possess solid work record with reliable attendance, knowledge and skills unique to the department. Must be able to plan, supervise lead by example and direct crews and teams assigned to complete projects and work requests. Must be able to write clearly, communicate clearly, and work well with residents, knowledge of rules, regulations, ordinance and codes as applicable to the department

SPECIAL REQUIREMENTS:

The foremen in the water department require a Class B operator's license from the State of Illinois or the ability to earn this license within six months. The foreman position must possess a State of Illinois Class B commercial driving license, pass a physical and drug screening along with a criminal background check done at the state police level. The Water Foreman will be responsible the upkeep and operation of the entire distribution and treatment of the public water supply.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma with appropriate licenses or certificates plus three to five years of demonstrated experience in waster water treatment, water distribution and service, street maintenance and construction. A combination of skills and education that produce the required skills and abilities to assume the position.

HOURS:

The hours are as specified under current collective bargaining agreements, established hours of Monday through Friday 7:00AM – 3:30PM, with the expectation of overtime as required to complete to complete tasks and jobs. Some weekend work.

DUTIES:

Essential Functions:

1. Operates equipment as needed, trains subordinates in the safe and proper use of equipment.
2. Supervises assigned personnel in general maintenance repair work; participates in all job phases and instructs personnel on how to perform more difficult tasks.
3. Checks vehicles and other equipment to make sure the vehicles and equipment are receiving proper preventative maintenance.
4. Prepares basic work reports on work completed, equipment used and work completion schedules.
5. Recognizes material shortages well enough in advance to replenish stockpiles, prepares requisitions for approval.
6. Schedules work and work assignments to meet department's mission and goals.
7. Inspects the work of subordinates for quality and completeness.
8. Coordinates work activities with other crews and divisions when required.
9. Coordinates material and equipment needs with the Superintendent, makes suggestions to facilitate operations, prepares work reports and recommends commendations or disciplinary actions as required.
10. Insures all safety rules are followed, proper safety equipment is used, and safe actions performed to complete all tasks and assignments.
11. Must have knowledge of the materials, equipment and methods used in public works maintenance.
12. Must have knowledge of the municipal street numbering system and general familiarity of the Village.
13. Must have knowledge of potential occupational hazards involved with daily operations and the safety precautions necessary in maintenance, repair work, and vehicle operations.
14. Must have knowledge of the operations and maintenance standards required to keep all assigned equipment safe and operational.
15. Must have knowledge of applicable code and ordinances that apply to the department.
16. Must have the ability to organize, schedule and direct work assigned of subordinates.
17. Must have the ability to deal with the public in difficult and general situations.
18. Must have the ability to write standard reports and to use basic computer programs on Village automated network.
19. Must possess the physical stamina and agility to perform work out of doors for prolonged periods of time under adverse weather conditions.
20. Assists in the planning, organizing and directing the maintenance, repair, preventive maintenance and repair and monitoring of the water distribution system and equipment.
21. Submits reports as required by federal, state and local law, statute or ordinance.
22. Understands the Village water distribution system, its layout and critical points.
23. Understands, the Village water billing system. Troubleshoots complaints of excessive charges on water bills, low water pressure leaks and water quality.
24. Determines JULIE assignments and schedules.

25. Monitors Division expenditures, authorizes purchases, codes invoices for payment, completes purchase order requests, recommends budget transfers as needed, and provides input regarding Division needs during development of the budget.
26. Schedules tests, checks and maintenance of the telemetry monitoring devices used to monitor the water system.
27. Schedules testing and sampling of water system to ensure quality of the water distribution system.
28. Plans and schedules hydrant inspection and repair done twice yearly, maintains log and furnishes information to the Fire Protection District as required.
29. Schedules routine preventive maintenance on equipment, gauges and locators to keep equipment at operational readiness.
30. Schedules routine maintenance for vehicles and safety equipment to ensure safe operations.
31. Supervises contract work performed on the water distribution system.
32. Performs other duties and assignments as directed by the Superintendents.

Marginal Functions

1. Participates in employee committees as directed.
2. Coordinates with other departments to assist in large scale projects
3. Conducts routine assessment of contract work performed for the Village
4. Act as principle safety officer for department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors subject to temperature and weather extremes of the Northeastern Illinois area.
3. Protective clothing is required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing
2. Employee must demonstrate good fundamentals of leadership.
3. Employee must be able to read and understand materials printed in English.
4. Employee must possess time management and organization skills to effectively perform his/her job.
5. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
6. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
7. Employee must use good safety awareness and judgments in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Water Reclamation Division Foreman

DEPARTMENT: Public Works

CLASSIFICATION: Non-Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration

SUMMARY:

This is a skilled working foreman's position for assignment in the Public Works Sewer or Department. Work involves responsibility for supervising crews, carrying out work assignments given by the Superintendent and ensuring proper functions of assigned area of responsibility. The foreman plans assignments with Superintendents approval, including participation in jobs, instructing assigned employees in more difficult work phases and equipment operations as well as responsibility for correct completion by the crew. Specific assignments may vary depending on the department assigned.

QUALIFICATIONS:

The position requires an employee to possess solid work record with reliable attendance, knowledge and skills unique to the department. Must be able to plan, supervise lead by example and direct crews and teams assigned to complete projects and work requests. Must be able to write clearly, communicate clearly, and work well with residents, knowledge of rules, regulations, ordinance and codes as applicable to the department

SPECIAL REQUIREMENTS:

The Wastewater Treatment Facility Foreman must possess a Class 1 operator license from the State of Illinois or have the ability to earn this license within six months of hiring. The Sewer Department Foreman will be held responsible for the safe operation of the wastewater treatment facility receiving into the plant, treatment, labs, and discharging to include the sewer outfall. The foreman position must possess a State of Illinois Class B commercial driving license, pass a physical and drug screening along with a criminal background check done at the state police level.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma with appropriate licenses or certificates plus three to five years of demonstrated experience in wastewater treatment, water distribution and service, street maintenance and construction. A combination of skills and education that produce the required skills and abilities to assume the position may be substituted.

HOURS:

The hours are as specified under current collective bargaining agreements, established hours of Monday through Friday 7:00AM – 3:30PM, with the expectation of overtime as required to complete to complete tasks and jobs. Some weekend work.

DUTIES:

Essential Functions:

1. Operates equipment as needed, train's subordinates in the safe and proper use of equipment.
2. Supervises assigned personnel in general maintenance repair work; participates in all job phases and instructs personnel on how to perform more difficult tasks.
3. Checks vehicles and other equipment to make sure the vehicles and equipment are receiving proper preventative maintenance.
4. Prepares basic work reports on work completed, equipment used and work completion schedules.
5. Recognizes material shortages well enough in advance to replenish stockpiles, prepares requisitions for approval.
6. Schedules work and work assignments to meet department's mission and goals.
7. Inspects the work of subordinates for quality and completeness.
8. Coordinates work activities with other crews and divisions when required.
9. Coordinates material and equipment needs with the Superintendent, makes suggestions to facilitate operations, prepares work reports and recommends commendations or disciplinary actions as required.
10. Insures all safety rules are followed, proper safety equipment is used, and safe actions performed to complete all tasks and assignments.
11. Must have knowledge of the materials, equipment and methods used in public works maintenance.
12. Must have knowledge of the municipal street numbering system and general familiarity of the Village.
13. Must have knowledge of potential occupational hazards involved with daily operations and the safety precautions necessary in maintenance, repair work, and vehicle operations.
14. Must have knowledge of the operations and maintenance standards required to keep all assigned equipment safe and operational.
15. Must have knowledge of applicable code and ordinances that apply to the department.
16. Must have the ability to organize, schedule and direct work assigned of subordinates.
17. Must have the ability to deal with the public in difficult and general situations.
18. Must have the ability to write standard reports and to use basic computer programs on Village automated network.
19. Must possess the physical stamina and agility to perform work out of doors for prolonged periods of time under adverse weather conditions.
20. Assists in the planning, organizing and directing the maintenance, repair, preventative maintenance and repair and monitoring of wastewater treatment equipment.
21. Prepares reports for submission as required by law to include daily operations, discharge monitoring, sludge disposal and all other specified reports.

22. Reports problems immediately to Assistant Superintendent/Superintendent in the event of an accident as defined by EPA regulations.
23. Maintains daily logs of operations and activities of crew.
24. Maintains various Village and State records to include inventory, maintenance, equipment and operational records.
25. Monitors Division expenditures, authorizes purchases, codes invoices for payment, completes purchase order requests, recommends budget transfers as needed, and provides input regarding Division needs during development of the budget.
26. Prepare other reports as directed by the Assistant Superintendent/Superintendent.
27. Review plans and specifications for any proposed expansion or upgrades in system.
28. Ensures necessary materials, supplies and equipment are available by maintaining inventories of parts, tools and supplies.
29. Make sure proper preventative maintenance is performed as required.
30. Oversee the safety and training of subordinates to ensure proper procedures, safeguards and equipment are used and in compliance with all federal and state OSHA guidelines.
31. Maintains logs on security of the facility as required by Village, State and Federal regulation.
32. Performs related work and other duties as assigned.

Marginal Functions

1. Participates in employee committees as directed.
2. Coordinates with other departments to assist in large scale projects
3. Conducts routine assessment of contract work performed for the Village
4. Act as principle safety officer for department.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently

Fingering
Feeling

Frequently
Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors subject to temperature and weather extremes of the Northeastern Illinois area.
3. Protective clothing is required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing
2. Employee must demonstrate good fundamentals of leadership.
3. Employee must be able to read and understand materials printed in English.
4. Employee must possess time management and organization skills to effectively perform his/her job.
5. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
6. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
7. Employee must use good safety awareness and judgments in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Administrative Assistant

DEPARTMENT: Public Works

CLASSIFICATION: Non- Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Administration

SUMMARY:

This position provides a variety of administrative services to include word processing, date entry, filing and a variety of customer service related tasks.

QUALIFICATIONS:

This position requires the ability to perform a wide range of administrative functions using Microsoft family of automated programs. Must have the ability to handle a variety of customer service based inquiries and questions from residents and commercial concerns.

SPECIAL REQUIREMENTS:

The position requires ability to successfully pass background investigations for criminal records and financial scrutiny. Hours will be flexible and availability must meet the needs of the Department.

EDUCATION AND EXPERIENCE:

A minimum of a high school diploma or educational course work showing completion of approved program granting high school level equivalency combined with a minimum of two years of successful experience in an office environment, using a variety of automated programs to include Microsoft word processing, spreadsheets and data bases. A combination of education and experience can achieve desired experience expectations.

HOURS:

Monday – Friday 8:00AM – 4:30PM.

DUTIES:

Essential Functions:

1. Provide word processing support to the Superintendent, Assistant Superintendent and departments as needed.
2. Process and prepare correspondence.
3. Post data on appropriate spreadsheets.
4. Create reports and records on as required.
5. Maintain filing system and schedules.
6. Answer telephones arrange/schedule appointments as required for the Superintendent and Assistant Superintendent.

7. Process and prepare reports as required.
8. Maintains records of notification for back flow devices and meters repaired.
9. Process Accident, Incident and Public complaints on appropriate forms.
10. Perform all work in a safe manner.
11. Perform other tasks as needed to support the Public Works Department.

Marginal Functions

1. Record keeping as directed by the Superintendent of Public Works.
2. Some reception duties as needed.
3. Provide back up for data processing as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must maintain confidentiality on sensitive subjects and reports.
4. Employee must demonstrate attention to detail qualities to perform required work.
5. Employee must be able to function in a sometimes fast and ambiguous environment.
6. Employee must be able to work with management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Arborist

DEPARTMENT: Public Works

CLASSIFICATION: Non Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration or
Streets/ Collection Division Foreman

SUMMARY:

The Arborist performs functions directly related to the forestry plan for the Village to include care, maintenance, identification of Dutch elm disease, tree removal, tree trimming, tree preservation, spraying and treating for insects and other blights. The position will require the person to have input on the official; tree plan/tree replacement program for the Village and will develop and put into effect the actions needed to gain and maintain a "Tree City Award." The position will have impact on selection and placement of all new trees purchased by the Village. The position is responsible for maintaining the beautification projects along Main Street to include holiday projects and other initiatives to decorate and beautify the Main Street area. As required, assists other departments within Public Works.

QUALIFICATIONS:

Must have mechanical aptitude to perform light maintenance on equipment and conduct troubleshooting on a variety of pieces of equipment specific to the position (lift bucket truck, chain saws, wood chipper machine) and those found within the Public Works Department. Employee must demonstrate flexibility in performing a variety of assignments within the Public Works Department as required to meet a number of assigned tasks.

SPECIAL REQUIREMENTS:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment. Employee must pass random drug screening tests. Employee will hold a license for use of fertilizers and pesticides from the State of Illinois Department of Agriculture or have the ability to gain such a license during the first six months of employment.

EDUCATION AND EXPERIENCE:

Employee must have a high school diploma or GED equivalent. Three to four years of experience in landscaping and maintenance of trees and gardens. Certification as an Arborist is desirable. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

HOURS:

As specified by the Superintendent of Streets to include, overtime, weekend and holiday work as required.

DUTIES:

Essential Functions:

1. Prunes, removes, plants and maintains with required fertilizers all Village owned trees.
2. Diagnoses tree disorders and diseases.
3. Conduct periodic drive through of the Village to watch for diseased trees on the public way and as practical on private property.
4. Prunes or removes trees damaged by storms or pose a public hazard.
5. Cuts, trims, edge and maintain flower areas on Main Street during season.
6. Performs required record keeping to meet the requirements of the Tree City USA program.
7. Operated Lift Truck or supervises other employees using the lift truck ensuring safe operation at all time.
8. Operates and maintains all chains saws and tree care equipment.
9. Cultivates and prepares areas for new tree planting.
10. Coordinates with the Superintendent of Streets and Director of Public Works on purchase and desired types of trees for annual purchase.
11. Works with the Building and Zoning Department to review permits by citizens who plan to take down a tree.
12. The employee is expected to perform all duties in a safe manner.
13. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies.
14. Operates trucks and construction or power equipment such as mechanized broom, backhoes, mowers, tractors, dump trucks/snowplows, and jetter.
15. Operates jackhammers, mowers, and other small equipment and tools to maintain streets, storm drainage systems, and buildings and grounds.
16. Performs street maintenance duties such as paving, patching, removal, and street sweeping.
17. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned. Snow and ice control measures including salting, plowing, and removal.
18. Conduct repair operations on water main breaks, sewer repair, wastewater treatment equipment, or other emergency situations.
19. Assist in the performance of water main testing and flushing activities.
20. Collect and record data and maintain records as required.
21. Assist in the repair of all wastewater treatment equipment and lift station components.
22. Performs all duties in conformance to appropriate federal, state, and Village safety standards including trenching/shoring and confined space entry.

Marginal Functions

1. Employee may serve on various employee committees as assigned by the Superintendent of Public Works, Village Administrator, or their designate.

2. Establish and maintain effective working relationships with employees, other departments, and the public.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors exposed to the general seasonal climate extremes found in northeastern Illinois.
3. Protective clothing is required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to display judgment with respect to confidentiality of information and problem solving.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

Job Title: Maintenance Service Technician

Department: Public Works – Streets/Sewer/Water Division

Classification: Non Exempt – AFSCME Union

Immediate Supervisor: Superintendent of Operations or
Superintendent of Administration or
Division Foreman

Summary:

Operates a variety of equipment and trucks utilized in construction, maintenance, and repair activities; performs a variety of skilled and semi-skilled tasks in the maintenance of streets, storm drainage systems, public water and sewer systems and buildings. Performs maintenance/repair functions under supervision of designated team leaders or qualified operators as required.

Qualifications:

Must have mechanical aptitude to perform light maintenance on equipment and conduct troubleshooting on a variety of pieces of equipment found within the Public Works Department. Employee must demonstrate flexibility in performing a variety of assignments within the Public Works Department.

Education and Experience:

Employee must have a high school diploma or GED equivalent. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment. Employee must pass random drug screening tests.

Hours:

As specified by the Superintendent of Public works to include, overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies.

3. Operates trucks and construction or power equipment such as mechanized broom, backhoes, mowers, tractors, dump trucks/snowplows, vac truck, and jetter.
4. Operates jackhammers, mowers, and other small equipment and tools to maintain streets, storm drainage systems, and buildings and grounds.
5. Performs street maintenance duties such as paving, patching, removal, and street sweeping.
6. Performs routine and specialized grounds and tree maintenance such as mowing, trimming, removal, planting, and chipping.
7. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned. Snow and ice control measures including salting, plowing, and removal.
8. Performs minor semi-skilled interior/exterior of building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
9. Conduct repair operations on water main breaks, sewer repair, wastewater treatment equipment, or other emergency situations.
10. Repair, test, and maintain wastewater equipment and equipment at well houses, pump stations, and booster pumps throughout the water supply system area.
11. Install water meters, registers, and read water meters.
12. Handle chemicals used in the supply of potable water and wastewater treatment.
13. Assist in the performance of water main testing and flushing activities.
14. Collect and record data and maintain records as required.
15. Assist in the repair of all wastewater treatment equipment and lift station components.
16. Assist in the cleaning and maintenance of the collection system.
17. Performs all duties in conformance to appropriate federal, state, and village safety standards including trenching/shoring and confined space entry.
18. Any and all duties as assigned by the Superintendent of Public Works or his designate.

Marginal Tasks

1. Employee may serve on various employee committees as assigned by the Superintendent of Operations, Village Administrator, or their designate.
2. Establish and maintain effective working relationships with employees, other departments and the public.

Necessary Knowledge, Skills and Abilities

1. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system, wastewater treatment, and lift stations.
2. Demonstrable proficiency in operation of the following listed tools and equipment:
 - a. hand tools
 - b. pickup trucks
 - c. air compressor
 - d. meter reader
 - e. pumps
 - f. gauges
 - g. telemetry equipment
 - h. electrical meters

- i. locator
- j. backhoe
- k. end loader
- l. mobile radio
- m. air hammer
- n. valve exerciser
- o. portable saws
- p. generators

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.

4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

Job Title: Maintenance Service Technician – Marine Environmental

Department: Public Works

Classification: Non-Exempt – AFSCME Union

Immediate Supervisor: Superintendent of Operations or
Superintendent of Administration or
Streets/ Collection Division Foreman

Summary:

During the summer months (approximately May - October), operate the weed harvester in Bangs Lake. Performs all duties of harvesting, maintenance of harvester and removal of weeds from harvester. During off season and days of inclement weather, duties assigned as follows: operates a variety of equipment and trucks utilized in construction, maintenance, and repair activities; performs a variety of skilled and semi-skilled tasks in the maintenance of streets, storm drainage systems, public water and sewer systems and buildings.

Qualifications:

Must possess good work habits, being able to work without intense supervision, have physical abilities to perform all duties (pass a medical physical), knowledge of boating regulations and requirements to operate a marine vessel in performance of lake maintenance. Employee must have ability to swim. Employee must have ability to successfully pass required small boat operations courses as specified by United States Coast Guard. Must have mechanical aptitude to perform light maintenance on equipment and conduct troubleshooting on a variety of pieces of equipment found within the Public Works Department. Employee must demonstrate flexibility in performing a variety of assignments within the Public Works Department.

Education and Experience:

Employee must have a high school diploma or GED equivalent. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). Employee must pass and maintain applicable certificates as required by the United States Coast Guard. Employee must pass random drug screening tests.

Hours:

As specified by the Superintendent of Public works to include, overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Operate weed harvester safely and per manufacturer recommendations. Keep harvester clean and in good working order.
3. Perform all preventative/operational maintenance on harvester.
4. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies.
5. Operates trucks and construction or power equipment such as mechanized broom, backhoes, mowers, tractors, dump trucks/snowplows, and jetter.
6. Operates jackhammers, mowers, and other small equipment and tools to maintain streets, storm drainage systems, and buildings and grounds.
7. Performs street maintenance duties such as paving, patching, removal, and street sweeping.
8. Performs routine and specialized grounds and tree maintenance such as mowing, trimming, removal, planting, and chipping.
9. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned. Snow and ice control measures including salting, plowing, and removal.
10. Performs minor semi-skilled interior/exterior of building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
11. Conduct repair operations on water main breaks, sewer repair, wastewater treatment equipment, or other emergency situations.
12. Repair, test, and maintain wastewater equipment and equipment at well houses, pump stations, and booster pumps throughout the water supply system area.
13. Install water meters, registers, and read water meters.
14. Handle chemicals used in the supply of potable water and wastewater treatment.
15. Assist in the performance of water main testing and flushing activities.
16. Collect and record data and maintain records as required.
17. Assist in the repair of all wastewater treatment equipment and lift station components.
18. Performs all duties in conformance to appropriate federal, state, and village safety standards including trenching/shoring and confined space entry.
19. Any and all duties as assigned by the Superintendent of Public Works or his designate.

Marginal Tasks

Employee may serve on various employee committees as assigned by the Superintendent of Public Works, Village Administrator, or their designate.

Necessary Knowledge, Skills and Abilities

1. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system, wastewater treatment, and lift stations.
2. Demonstrable proficiency in operation of the following listed tools and equipment:
 - a. hand tools
 - b. pickup trucks

- c. air compressor
 - d. meter reader
 - e. pumps
 - f. gauges
 - g. telemetry equip
 - h. electrical meters
 - i. locator
 - j. backhoe
 - k. end loader
 - l. mobile radio
 - m. air hammer
 - n. valve exerciser
 - o. portable saws
 - p. generators
 - q. weed harvester
3. Ability to operate and maintain various equipment used in water system and wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.

2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

Village of Wauconda
Job Description

<u>Job Title:</u>	Water Operator Class A
<u>Department:</u>	Public Works – Water Division
<u>Classification:</u>	Non-Exempt – AFSCME Union
<u>Immediate Supervisor:</u>	Superintendent of Operations or Superintendent of Administration or Water Division Foreman

Summary:

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of the public water distribution system.

Qualifications:

Employee will be utilized primarily in a skilled technical position that involves well operations, recording daily readings, adjusting chemical feed rate. Calculate feed rate, chlorine and fluoride levels. Technical understanding of SCADA Systems is required. Must possess the technical skills to conduct tests and certify backflow devices at wells and all and booster stations. Electrical experience with controls and pumps as related to operation of wells is essential. Employee must have attention to detail skills to conduct tests, troubleshoot problems perform maintenance and repair to the water distribution system. Inspects and/or repairs meters, booster pumping stations and water distribution system at frequent intervals to ensure all aspects of the system are functioning properly and within establish parameters.

Education and Experience:

Employee must have a high school diploma or GED equivalent. With a minimum of ten years of experience in a related capacity with the Village or other public water distribution systems, directly related experience in construction, maintenance, or repair of a public water distribution system. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class A Waterworks Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

Hours:

As specified by the Superintendent Operations to include, overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Submit required monthly and annual operating reports to the IEPA.
3. Prepare and submit permits as required by the IEPA.
4. Prepare annual publication of the consumer confidence report.
5. Maintain a variety of records relating to inspections, maintenance activity, water supply, consumptions, and equipment failures.
6. Determines location of water lines from appropriate sources prior to excavation and Julie locations.
7. Responds to complaints regarding water leaks, poor pressure or pressure change or change in water quality, evaluates situation and, takes appropriate actions to correct the situation.
8. Employee must exhibit superior customer service skills in dealing with the public.
9. Contact residents and business owners in the area of where the water service is to be discontinued, and explain when services will be turned off.
10. Operates and repairs pumps, motors, hydrants and related equipment.
11. Schedule, conduct testing and sampling of water system to assure proper delivery of potable water in accordance with federal and state EPA guidelines.
12. Performs routine inspections and preventative maintenance on equipment, refers non operative issues to the Superintendent.
13. Operates light and medium size construction and power equipment.
14. Cuts, fits, lays, repairs, taps, and flushes water mains, pipes, valves and fittings on mains and services.
15. Installs service lines and fire hydrants.
16. Assists in the shutting of water mains for repairs.
17. Performs duties in conformance with appropriate federal, state and local safety and security standards including trenching/shoring and confined space entry.
18. Schedules annual hydrant inspections. Conducts annual hydrant inspections, biannual flushings, update flushings routes, make sure advance notice is given to the public before flushing is performed.
19. Maintain log and records on hydrant maintenance and flushings.
20. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system.
21. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal water department and service.
22. Ability to operate and maintain various equipment used in water system and wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
23. Perform other tasks as directed by the Superintendent of Public Works as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Tasks

1. May assist with routine meter reading services.
2. Employee may serve on various employee committees as assigned by the Superintendent of Operations.

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

Village of Wauconda
Job Description

Job Title: Water Operator Class B

Department: Public Works – Water Division

Classification: Non-Exempt – AFSCME Union

Immediate Supervisor: Superintendent of Operations or
Superintendent of Administration or
Water Division Foreman

Summary:

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance of the public water distribution system.

Qualifications:

Employee will be utilized primarily in a skilled technical position that involves well operations, recording daily readings, adjusting chemical feed rate. Calculate feed rate, chlorine and fluoride levels. Technical understanding of SCADA systems is required. Electrical experience with controls and pumps as related to operation of wells is essential. Employee must have attention to detail skills to conduct tests, troubleshoot problems perform maintenance and repair to the water distribution system. Inspects and/or repairs meters, booster pumping stations and water distribution system at frequent intervals to ensure all aspects of the system are functioning properly and within establish parameters.

Education and Experience:

Employee must have a high school diploma or GED equivalent. With a minimum of five years of experience in a related capacity with the Village or other public water distribution systems, directly related experience in construction, maintenance, or repair of a public water distribution system. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class B Waterworks Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

Hours:

As specified by the Superintendent of Operations to include, overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Assists in the preparation for submission of required annual, monthly and operating reports for IEPA and other governmental agencies.
3. Repairs and installs water meters.
4. Maintain a variety of records relating to inspections, maintenance activity, water supply, consumptions, and equipment failures.
5. Determines location of water lines from appropriate sources prior to excavation and Julie locations.
6. Responds to complaints regarding water leaks, poor pressure or pressure change or change in water quality, evaluates situation and, takes appropriate actions to correct the situation.
7. Employee must exhibit superior customer service skills in dealing with the public.
8. Contact residents and business owners in the area of where the water service is to be discontinued, and explain when services will be turned off.
9. Operates and repairs pumps, motors, hydrants and related equipment.
10. Performs routine inspections and preventative maintenance on equipment, refers non operative issues to the Superintendent.
11. Operates light and medium size construction and power equipment.
12. Cuts, fits, lays, repairs, taps, and flushes water mains, pipes, valves and fittings on mains and services.
13. Installs service lines and fire hydrants.
14. Assists in the shutting of water mains for repairs.
15. Performs duties in conformance with appropriate federal, state and local safety and security standards including trenching/shoring and confined space entry.
16. Conducts annual hydrant inspections, biannual flushings, update flushings routes, make sure advance notice is given to the public before flushing is performed.
17. Maintain log and records on hydrant maintenance and flushings.
18. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system.
19. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal water department and service.
20. Ability to operate and maintain various equipment used in water system and wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
21. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Tasks

1. May assist with routine meter reading services.
2. Employee may serve on various employee committees as assigned by the Superintendent of Operations.

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

Village of Wauconda
Job Description

Job Title: Water Operator Class C and D

Department: Public Works – Water Division

Classification: Non-Exempt – AFSCME Union

Immediate Supervisor: Superintendent of Operations or
Superintendent of Administration or
Water Division Foreman

Summary:

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance of the public water distribution system.

Qualifications:

Employee will be utilized primarily in a skilled technical position that involves well operations, recording daily readings, adjusting chemical feed rate. Calculate feed rate, chlorine and fluoride levels. Understanding of SCADA systems is required. Must possess the technical skills to conduct tests and certify backflow devices at wells and all and booster stations. Electrical experience with controls and pumps as related to operation of wells is essential. Employee must have attention to detail skills to conduct tests, troubleshoot problems perform maintenance and repair to the water distribution system. Inspects and/or repairs meters, booster pumping stations and water distribution system at frequent intervals to ensure all aspects of the system are functioning properly and within establish parameters.

Education and Experience:

Employee must have a high school diploma or GED equivalent. With a minimum of two years of experience in a related capacity with the Village or other public water distribution systems, directly related experience in construction, maintenance, or repair of a public water distribution system. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class C/D Waterworks Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

Hours:

As specified by the Superintendent of Operations to include, overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Repairs and installs water meters.
3. Conducts meter readings, posting of potential water shut of service as required.
4. Maintain a variety of records relating to inspections, maintenance activity, water supply, consumptions, and equipment failures.
5. Determines location of water lines from appropriate sources prior to excavation and Julie locations.
6. Responds to complaints regarding water leaks, poor pressure or pressure change or change in water quality, evaluates situation and, takes appropriate actions to correct the situation.
7. Employee must exhibit superior customer service skills in dealing with the public.
8. Contact residents and business owners in the area of where the water service is to be discontinued, and explain when services will be turned off.
9. Operates and repairs pumps, motors, hydrants and related equipment.
10. Performs routine inspections and preventative maintenance on equipment, refers non operative issues to the Superintendent.
11. Operates light and medium size construction and power equipment.
12. Cuts, fits, lays, repairs, taps, and flushes water mains, pipes, valves and fittings on mains and services.
13. Installs service lines and fire hydrants.
14. Assists in the shutting of water mains for repairs.
15. Performs duties in conformance with appropriate federal, state and local safety and security standards including trenching/shoring and confined space entry.
16. Conducts annual hydrant inspections, biannual flushings, update flushings routes, make sure advance notice is given to the public before flushing is performed.
17. Maintain log and records on hydrant maintenance and flushings.
18. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system.
19. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal water department and service.
20. Ability to operate and maintain various equipment used in water system and wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
21. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Tasks

1. May assist with other routine water related services and assignments as required.
2. Employee may serve on various employee committees as assigned by the Superintendent of Operations.

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
5. Employee must use good safety awareness and judgment in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Wastewater Operator Class 1

DEPARTMENT: Public Works

CLASSIFICATION: Non Exempt –AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration or
Water Reclamation Division Foreman

SUMMARY:

Under the direction of the Superintendent of Operations, this position is responsible for the control of all wastewater facilities to include but not limited to, administration, analysis and, evaluation of all operations to achieve satisfactory performance standards established by the Environmental Protection Agency (Federal and State). Make recommendations to the Superintendent for improvements, modifications and plant maintenance to achieve the required plant performance and efficiency standards. Provide customer service to resident and businesses located and services by the wastewater treatment facility for the Village of Wauconda. Provide guidance and oversight in all analysis, laboratory testing and treatment procedures to conduct bacteriological and physical tests on raw and treated waste and its by products, to ensure that plant effluent meets state and federal mandated requirements. This position oversees day to day operations, preventative maintenance and repairs of the wastewater treatment plant facilities.

QUALIFICATIONS:

Ten years experience in wastewater operations with five years successful experience as a crew leader or equivalent position with similar responsibilities and duties.

SPECIAL REQUIREMENTS:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class 1 Wastewater Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma or recognized equivalent, plus ten years experience in public wastewater treatment, along with five years of successful experience in leading a crew in such operations. A combination of education and experience that satisfies the skills and demands of the position will be considered.

HOURS:

As specified by the Superintendent of Operations and collective bargaining agreements. Overtime hours, weekend assignments and emergency/disaster requirements are considered essential to this the hours assigned to this position.

DUTIES:

Essential Functions:

1. Assists in the planning, organizing, directing the maintenance repair and, monitoring of all wastewater treatment equipment.
2. Schedules and performs periodic preventative maintenance on all equipment.
3. Prepares for submission various EPA reports; daily operations, discharge monitoring, sludge disposal.
4. Report to the Superintendent on a daily basis concerning the performance and efficiency of the wastewater treatment facility.
5. Maintain a daily log of operations and activities of the wastewater facility.
6. Maintain various village and state records, including inventory, maintenance, and equipment and, operation records.
7. Prepare other reports as required by law or as requested.
8. Review plans and specifications for plant expansion, modification and repair of equipment.
9. May assist in the collection and/or monitoring of treatment samples.
10. Assists Environmental Control Officer in enforcing the Village's pre-treatment ordinance.
11. Ensures that all necessary materials, supplies and equipment are available by maintaining inventories of parts and materials, requisitioning necessary parts as required.
12. Ensures the proper maintenance of equipment, tools thru frequent inspections and schedule of periodic preventative maintenance schedules.
13. Oversees the safety of assigned workers and operators by instructing individuals in proper safety procedures in conformance with appropriate federal and state security and safety guidelines to include confined space entry, monitoring work in progress and provide training as required.
14. Establish work schedules for wastewater treatment operators with the Superintendent of Operations.
15. Coordinate planned shut downs and other maintenance services with the Superintendent of Operations.
16. Provide input required for budgetary process concerning wastewater treatment.
17. Oversee the removal of sludge from the facility.
18. Ensure proper operation of all treatment facilities for compliance with IEPA.
19. Ensures safe operations by all employees assigned to the wastewater treatment facility.
20. Knowledge of equipment, facilities, materials, methods, and procedures used in the public wastewater treatment, and lift stations.
21. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal wastewater treatment facility.

22. Ability to operate and maintain various equipment used in wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
23. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Functions

1. Participate in various Village employee committees as assigned by the Superintendent of Operations.
2. Prepare training for employees not assigned to wastewater treatment facility as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally
Noise	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Wastewater Operator Class 2

DEPARTMENT: Public Works

CLASSIFICATION: Non Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration or
Division Foreman

SUMMARY:

Under the direction of the Superintendent of Operations, this position is responsible for the control of all wastewater facilities to include but not limited to, administration, analysis and evaluation of all operations to achieve satisfactory performance standards established by the Environmental Protection Agency (Federal and State). Provide customer service to resident and businesses located and services by the wastewater treatment facility for the Village of Wauconda. Assist in all analysis, laboratory testing and treatment procedures to conduct bacteriological and physical tests on raw and treated waste and it's by products, to ensure that plant effluent meets state and federal mandated requirements. This position oversees day to day operations, preventative maintenance and repairs of the wastewater treatment plant facilities.

QUALIFICATIONS:

Five years experience in wastewater operations.

SPECIAL REQUIREMENTS:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class 2 Wastewater Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma or recognized equivalent, plus ten years experience in public wastewater treatment. A combination of education and experience that satisfies the skills and demands of the position will be considered.

HOURS:

As specified by the Superintendent of Operations and collective bargaining agreements. Overtime hours, weekend assignments and emergency/disaster requirements are considered essential to this the hours assigned to this position.

DUTIES:

Essential Functions:

1. Assists in the planning, organizing, directing the maintenance repair and, monitoring of all wastewater treatment equipment.
2. Performs periodic preventative maintenance on all equipment.
3. Assists in preparing various EPA reports; daily operations, discharge monitoring, sludge disposal.
4. Maintain a daily log of operations and activities of the wastewater facility.
5. Maintain various village and state records, including inventory, maintenance, and equipment and, operation records.
6. Assist in preparation of other reports as required by law or as requested.
7. May assist in the collection and/or monitoring of treatment samples.
8. Assists Environmental Control Officer in enforcing the Village's pre-treatment ordinance.
9. Ensures that all necessary materials, supplies and equipment are available by maintaining inventories of parts and materials, requisitioning necessary parts as required.
10. Performs proper maintenance of equipment, tools through frequent inspections and schedule of periodic preventative maintenance schedules.
11. Plan and perform the removal of sludge from the facility.
12. Ensure proper operation of all treatment facilities for compliance with IEPA.
13. Ensures safe operations by all employees assigned to the wastewater treatment facility.
14. Knowledge of equipment, facilities, materials, methods, and procedures used in the public wastewater treatment, and lift stations.
15. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal wastewater treatment facility.
16. Ability to operate and maintain various equipment used in wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
17. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Functions

1. Participate in various Village employee committees as assigned by the Superintendent of Operations.
2. Prepare training for employees not assigned to wastewater treatment facility as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.

4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally
Noise	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Wastewater Operator Class 3 and 4

DEPARTMENT: Public Works

CLASSIFICATION: Non- Exempt – AFSCME Union

IMMEDIATE SUPERVISOR Superintendent of Operations or
Superintendent of Administration or
Water Reclamation Division Foreman

SUMMARY:

Under the direction of the Superintendent of Operations, this position is responsible for the control of all wastewater facilities to include but not limited to, administration, analysis and, evaluation of all operations to achieve satisfactory performance standards established by the Environmental Protection Agency (Federal and State). Provide customer service to resident and businesses located and services by the wastewater treatment facility for the Village of Wauconda. Assist in all analysis, laboratory testing and treatment procedures to conduct bacteriological and physical tests on raw and treated waste and it's by products, to ensure that plant effluent meets state and federal mandated requirements. This position oversees day to day operations, preventative maintenance and repairs of the wastewater treatment plant facilities.

QUALIFICATIONS:

Two years experience in wastewater operations.

SPECIAL REQUIREMENTS:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). A valid IEPA Class 3/4 Wastewater Operators License is required or the ability to obtain one within the first six months of initial employment with the village. Employee must maintain applicable certificates as required.

EDUCATION AND EXPERIENCE:

The position requires a minimum of a high school diploma or recognized equivalent, plus ten years experience in public wastewater treatment, a combination of education and experience that satisfies the skills and demands of the position will be considered.

HOURS:

As specified by the Superintendent of Operations and collective bargaining agreements. Overtime hours, weekend assignments and emergency/disaster requirements are considered essential to this the hours assigned to this position.

DUTIES:

Essential Functions:

1. Perform maintenance repair and, monitoring of all wastewater treatment equipment.
2. Performs periodic preventative maintenance on all equipment.
3. Assists in maintaining various village and state records, including inventory, maintenance, and equipment and, operation records.
4. Assist in preparation of other reports as required by law or as requested.
5. May assist in the collection and/or monitoring of treatment samples.
6. Assists Environmental Control Officer in enforcing the Village's pre-treatment ordinance.
7. Performs proper maintenance of equipment, tools thru frequent inspections and schedule of periodic preventative maintenance schedules.
8. Knowledge of equipment, facilities, materials, methods, and procedures used in the public wastewater treatment, and lift stations.
9. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal wastewater treatment facility.
10. Ability to operate and maintain various equipment used in wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
11. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized excavation projects.

Marginal Functions

1. Participate in various Village employee committees as assigned by the Superintendent of Operations.
2. Prepare training for employees not assigned to wastewater treatment facility as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally

Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally
Noise	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

I have reviewed and understand my job description.

Employee Name

Employee Signature

Date

HR Signature

Date

**Village of Wauconda
Job Description**

JOB TITLE: Lab Technician

DEPARTMENT: Public Works

CLASSIFICATION: Non- Exempt – AFSCME Union

IMMEDIATE SUPERVISOR: Superintendent of Operations or
Superintendent of Administration or
Water Reclamation Division Foreman

SUMMARY:

This position performs laboratory analyses and readings associated with the proper treatment and disposal of wastewater generated from a municipal wastewater treatment facility. The Lab Tech position conducts a wide variety of testing using specified testing procedures outlined by federal and state Environmental Protection Agencies to include but not limited to testing for solids, CBOD, ammonia nitrogen and fecal coliform. Testing procedures and processes are critical to the operation of the facility. Other testing that may be required by Federal, State or other local.

QUALIFICATIONS:

Working knowledge of wastewater sampling procedures and treatment gained over a minimum of two years experience in working with public wastewater treatment.

SPECIAL REQUIREMENTS:

Employee must pass a medical physical with drug screening, along with a criminal background check conducted at the state record level. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). This position is subjected to random drug testing.

EDUCATION AND EXPERIENCE:

The position requires at the minimum of a high school education or appropriate and recognized substitute. A valid State of Illinois Wastewater operator license class 4 or the ability to obtain one in six months. College course work in chemistry and biology preferred. Two years successful experience in wastewater treatment operations is desired, however a combination of skills and education that satisfies the demands of the position will be considered.

HOURS:

Hours are specified by the Superintendent of Operations and collective bargaining agreements. Overtime, weekend assignments and holiday work is an expectation of the position.

DUTIES:

Essential Functions:

1. Collect all waste water samples, composites and grab.
2. Perform necessary laboratory test.
3. Preserve samples and complete chain of custody for outside sampling.
4. Fill out all required IEPA reports and in house reports.
5. Perform required sludge analysis sampling.
6. Perform and assist as needed preventative or corrective maintenance on waste water equipment.
7. Maintain laboratory chemicals and supplies and order as needed with authorization.
8. Maintains work areas in high state of cleanliness
9. Maintains cleanliness of control building.
10. Performs maintenance as needed on composite sampler to insure proper function and proper operations.
11. Must be able to use a variety of automated programs and computers to process, log and record work.
12. Knowledge of equipment, facilities, materials, methods, and procedures used at public wastewater treatment facilities, and lift stations.
13. Demonstrable proficiency in operation of a wide variety of tools and heavy equipment consistent with the functions of a municipal waste water treatment operation and service.
14. Ability to operate and maintain various equipment used in wastewater treatment maintenance and repair. Ability to communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships with employees, other departments, and the public.
15. Perform other tasks as directed by the Superintendent of Operations as required or needed for snow removal, disaster services and other specialized projects.

Marginal Functions

1. Participate in employee committees as assigned by the Superintendent of Operations or Superintendent of Administration.
2. Provide laboratory support to the Director of Environmental Quality as needed.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium (up to 50 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally
Noise	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

COGNITIVE CONSIDERATIONS:

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Employee Name

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Date

HR Signature

Date